CLASS TITLE: **CHIEF SANITARIAN**

Class Code: 02902500
Pay Grade: 33A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist the Chief, Division of Food Protection and Sanitation in the planning, development and administration of the Division's food protection and environmental sanitation activities; to interpret the results of laboratory analysis of all food products in relation to existing laws and regulations and to determine appropriate regulatory measures based upon those findings; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of the Chief, Division of Food Protection and Sanitation with considerable latitude for the exercise of initiative and independent judgement; work is reviewed through conferences and submitted reports for conformance to established policies, objectives, law, rules and regulations.

SUPERVISION EXERCISED: Plans, assigns, supervises, reviews the work of a subordinate staff assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist the Chief, Division of Food Protection and Sanitation in the planning, development and administration of the Division's food protection and environmental sanitation activities, relating to such programs as food preparation, food service, personal service establishments, shellfish processing plants, hospitals, schools, adult and child extended care facilities, private water supply and sewage disposal facilities, hotels, motels, camps, motor courts, tourist cabins, bathing resorts and amusement parks, vermin control and other comparable environmental sanitation and food protection programs.

To be responsible for supervising the activities of the Division during the absence of the Chief.

To be responsible for coordinating the sampling and analysis activities between the Division's field staff and the Division of Laboratories regarding the scheduling of field inspections and collection techniques required.

To be responsible for determining appropriate regulatory follow up based up interpretation of laboratory report analyses of food protection and environmental sanitation survey findings.

To plan, develop, coordinate and, as required, teach subject material necessary for the operation of the assigned functions of the field staff.

To confer with the Division Chief on any problems or complex matters relative to laboratory analysis and examination, collection of samples, test results and other laboratory functions involving environmental sanitation and food protection.

To make recommendations to the Chief for improvement of existing environmental sanitation and food protection programs for the purpose of program improvement and/or to reflect changes in existing laws and regulations.

To maintain liaison between the Division and Food manufacturing and processing companies regarding compliance to laws and regulations governing food protection and environmental sanitation programs.

To assist in the development of food protection and environmental sanitation programs which may be eligible for federal grants.

To coordinate research activities between the Division and educational institutions.

To prepare, or assist in the preparation of, scientific reports and instructional material to be applied in the various food protection and sanitation programs.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the fundamentals of food science and food technology, and the ability to apply and to interpret the intention of pertinent state and federal laws and regulations governing food protection and environmental sanitation; a thorough knowledge of the factors and causes of food and causes of foodborn diseases and illness; a thorough knowledge of principles, practices and techniques of environmental sanitation and food protection and the ability to apply such knowledge in providing evaluative services to the Division's field staff relating to laboratory report analyses; the ability to plan, develop, coordinate and teach subject material in the field of environmental health and sanitation necessary to establish and maintain a systematic and continuing training program within the Division; the ability to assume the duties and responsibilities for the administration of the functions and operations of the Division during the absence of the Division Chief; the ability to evaluate the effectiveness of the food protection and environmental sanitation programs, and to implement improved methods and procedures into the Division's field staffs methods; the ability to resolve difficult ands/or complex problems that arise in conjunction with the administration of the specialized environmental sanitation and food protection programs; the ability to maintain liaison with representatives of the nation's food processing and manufacturing industries; the ability to recommend and draft projects which may be eligible for federal grants; the ability to establish and maintain effective working relationships with federal and state officials, other state agencies and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing and possession of a Master's Degree in Food Science or closely related field; and
Experience: Such as may have been gained through; employment in a technical supervisory position in a food Laboratory; or employment in a technical supervisory position in a food protection agency enforcing state and federal laws governing food protection and environmental sanitation.
Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

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